

30 June 1980

MEMORANDUM FOR: Morning Meeting Participants

FROM: Herbert E. Hetu
Director of Public Affairs


SUBJECT: Weekly In-House News Conference
for Agency Employees

1. For some time there has been a growing need to provide employees with unclassified information on issues concerning CIA and intelligence that are being discussed by the media and the public. Factual information is often made available to the public and the press that is not made available to Agency employees. The result is that our people are often poorly informed, confused by what they read and sometimes embarrassed by their ignorance.

2. To help alleviate the problem somewhat we have received the DDCI's approval to conduct a weekly in-house news conference for Agency employees. The recommendation was an outgrowth of an Agency-wide conference on public communications sponsored by the Public Affairs Office in March of this year.

These sessions will be conducted at the unclassified level and will address only those topics that are in the public domain. Questions dealing with internal policies and activities will be referred to the appropriate Agency offices. Public Affairs officers will review media topics of greatest current interest and respond to questions in much the same way in which they have responded to similar queries from members of the press and public--with perhaps some discussion on how that information has been used/misused or ignored. They are not designed to make everyone a press spokesman--that is still the job of OPA. They are designed to provide at least the same information to our employees that we do to the media and the public.

3. They will take place in the Headquarters auditorium at 1230 hours on each Tuesday commencing 8 July. We think the program may be especially valuable to those called on to make public appearances from time to time. I ask that you encourage the people in your offices to attend and will welcome your comments and suggestions as this series of conferences progresses.


Herbert E. Hetu

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3 December 1982

1982 Accomplishments

Public Affairs:

As of December 1982, PAD had responded to 1,800 media queries, 5,600 other telephonic requests for information (over double the amount in 1981) and had answered 1,900 letters, which compared to 1,600 in 1981. Manuscripts submitted to CIA's Publications Review Board--which PAD services and administers--continues to increase with total submissions projected to exceed 200 in 1982. Requests by the public for informational materials, Agency speakers, and media briefings have also risen. Requests for Presentations and Briefings on the Agency remain high--a total of 195 were provided by the end of November.

Public Affairs arranged a Security Conference in May for high-level Public Affairs Officers in the Intelligence Community and a follow-up Security Conference in July for DoD and Congressional staff members. The Division played a large role in planning for the President's visit to Headquarters to sign the Identities Legislation in June and was responsible for handling the press that accompanied the President. The Division also arranged for press coverage of the Vice President's visit to Headquarters to address employees, also in June. The Division has made significant progress in carrying out a 1981 DCI Directive to develop an automated data storage and retrieval system to support the Publications Review Board. The nucleus of the necessary personnel are on board and design is well under way. Implementation is scheduled for late FY83.